

Headquarters  
Department of the Army  
Washington, DC  
4 May 1990

DA Memo 56-1

Surface Transportation  
Lease-Drive Vehicle Program

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

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1. Purpose

This memorandum establishes policy and prescribes procedures for Headquarters, Department of the Army (HQDA) agencies for requesting leased vehicle service from the General Services Administration (GSA) under the Lease-Drive Vehicle Program.

2. References

Related publications are listed below.

a. AR 56-11, 30 November 1986, Use of Motor Transportation and Scheduled DOD Bus Service in the National Capital Region.

b. AR 58-1, 15 December 1979, Management, Acquisition and Use of Administrative Use Motor Vehicles.

c. Public Law 99-272, 7 April 1986.

3. Explanation of abbreviations

a. BOAC ----- Billing Office Address Code

b. CONUS ----- Continental United States

c. DOD ----- Department of Defense

d. GSA ----- General Services Administration

- e. HQDA ----- Headquarters, Department of the Army
- f. MACOM ----- major Army command
- g. MDW ----- Military District of Washington
- h. NTV ----- non-tactical vehicle
- i. TDA ----- table of distribution and allowances
- j. USASCAF ----- U.S. Army Service Center for the Armed Forces

#### 4. Responsibilities

The Commander, U.S. Army Service Center for the Armed Forces (USASCAF) will analyze all transportation requests to determine whether support can be provided from existing resources. At present, to meet mission requirements, USASCAF provides chauffeur-driven vehicles, scheduled Department of Defense (DOD) bus service, and leased vehicle support ranging from 1/2-day trips to virtually permanent use with vehicles of various mixes, for example, sedans, mini-vans, and cargo vans.

#### 5. Policy

Installations are currently authorized to initiate commercial non-tactical vehicle (NTV) leases for up to 90 days in support of surge or table of distribution and allowances (TDA) requirements. Prior to executing a request for lease, installations must confirm with the local GSA Region Administrator that the requirement cannot be met by GSA. Lease arrangements are restrictive in that no back-to-back 90-day leases or short-term leases are permitted. Major Army commands (MACOMs) may approve commercial NTV leases for a period of up to 12 months in support of TDA requirements, provided that those requirements cannot be met through procurement, redistribution of assets, or GSA (Continental United States (CONUS) only). Similar criteria apply in that lease arrangements may not exceed a 12-month duration.

#### 6. Historical perspective

In compliance with Public Law 99-272, and as directed by DOD, the Military District of Washington (MDW) was directed to convert its NTV fleet to GSA lease. Through implementation of this conversion, MDW tasked the Commander, USASCAF with responsibility for providing leased vehicle transportation support for agencies directly with the GSA. This capability provides a lease-drive

option to augment chauffeur-driven vehicles and scheduled DOD bus service.

## 7. Procedures

To obtain lease-drive vehicle support, authorized requestors must submit requests with supporting documentation through their budget offices to USASCAF, who will establish a single Billing Office Address Code (BOAC) for all requesting activities. The format for the request is shown in appendix A. Approved requests will be forwarded to GSA for action as follows.

a. GSA dispatch will ensure that the requested vehicle is for official business and will make all arrangements (that is, time and place for pickup by the requiring activity) with the commercial car rental company.

b. GSA dispatch will call the requiring activity with a customer pickup number. After the mission is completed, the requesting agency will return the leased vehicle to the commercial car rental company, who will in turn bill GSA. Twenty-eight days later GSA will bill the requiring activity.

c. The requiring activity will be responsible for coordinating lease periods with their respective Resource Management Office.

d. Since vehicles being leased are not GSA owned and issuance of a government credit card is prohibited, the requiring activity will bear out-of-pocket expenses, for example, gasoline and oil.

e. The requiring activity budget office should maintain cost data information to be used in the evaluation of the cost-effectiveness of this service versus alternative methods.

## 8. Point of Contact

The Commander, USASCAF may be reached at (202) 695-5643 or AUTOVON 225-5643.

Appendix A

Format for Lease-Drive Vehicle Request

(APPROPRIATE LETTERHEAD)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR COMMANDER, U.S. ARMY SERVICE CENTER FOR THE ARMED  
FORCES, PENTAGON, WASHINGTON, DC 20310-3111

SUBJECT: Request for Lease-Drive Vehicle

1. Request a lease-drive vehicle to conduct official use only motor vehicle travel. Use of existing chauffeur-driven vehicles or scheduled Department of Defense bus service would preclude mission accomplishment.

2. The following information is provided.

a. Purpose. (This paragraph states, in as concise a manner as possible, the official use requirement for motor vehicle equipment requested.)

b. Problem. (Present a clear, concise statement of the transportation problem, to include a brief background of vehicle support requirements.)

c. Scope. (Add a succinct statement specifying: motor vehicle use; number and type vehicles required; and days, hours, and period of use, for example, X January 19XX-XX July 19XX, 0400-1400 daily and 0800-1700, Saturdays, Sundays, and holidays.)

d. Point of contact.

e. Date motor vehicle is required. (Enter the date motor vehicle support must be available.)

f. Funding. (Statement indicating availability of funds/fund cite, as appropriate.)

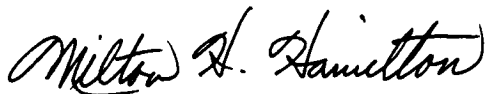
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OF AGENCY HEAD)

SAAA-PP

By Order of the Secretary of the Army:

CARL E. VUONO  
General, United States Army  
Chief of Staff

Official:

A handwritten signature in cursive script, reading "Milton H. Hamilton".

MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

Distribution:  
Headquarters, Department of the Army agencies